

**NOTICE TO OWNER/LICENSEE
OR GOVERNING BODY OF LICENSING COMPLAINT INVESTIGATION**

Subject:

Dear

The Department of Children and Family Services is conducting a licensing complaint investigation to determine whether the above-named facility is in compliance with Licensing Standards and the Child Care Act.

The licensing complaint alleges a violation of the following Licensing Standards or sections of the Child Care Act:

During the complaint investigation, I will visit the premises, conduct interviews, and review any documents and/or evidence that will help determine whether the allegations are substantiated or unsubstantiated. I may need to meet with you or the members of the governing body during or at the completion of the investigation.

Thank you for your assistance and cooperation during the licensing complaint investigation.

Licensing Representative